Approved For Release 2006/10/18 : CIA-RDP59-00882R000200120043-6

5863

SECRET
Security Information

SEP 29 1953

MEMORANDUM FOR: Deputy Director (Administration)

ATTENTION: 25X1 [redacted]

THROUGH: Comptroller
General Counsel

SUBJECT: Proposed Headquarters Notice on "Travel Advances", and Proposed Field Notice on "Salary Deductions to Liquidate Outstanding Travel Advances"

1. Publication of the attached draft Headquarters and Field Notices, subjects as above, is requested.

2. The initial purpose of these Notices was to provide the basis for the collection of what we understand are several hundred outstanding travel account balances due from personnel paid from unvouchered funds who were granted travel advances prior to going to the field on PCS. Most of these balances amount to only a few dollars each.

3. At the suggestion of the Technical Accounting Staff, Office of the Comptroller, the proposed scope of the Notices has been broadened so as to authorize the application of this procedure across-the-board both at Headquarters and in the field, as necessary. 25X1

4. The proposed procedure has the approval of [redacted] 25X1
Chief, Finance Division, and working-level collaboration has been effected with [redacted] Technical Accounting Staff, Office of the Comptroller.

25X1 5. Any questions pertaining to these proposed Notices should be addressed to [redacted] DD/P-AMEMB, Extension 3295.

25X1
[redacted]
Chief of Administration, DD/P

Attachments
Draft Notices

cc: DD/P
OGC ✓
Comptroller

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[redacted] 25X1
Chief of Administration, DD/P

Attachments
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